

HUD's

HOMELESS ASSISTANCE PROGRAMS



An Overview of Grants and Eligibility Requirements



Office of Community Planning and Development

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Introduction



The U.S. Department of Housing and Urban Development (HUD) is working to solve the problem of homelessness throughout America. As described in this booklet, our Homeless Assistance Programs provide resources to organizations that help individuals and families who are homeless. These resources are made available through a community planning process called a Continuum of Care. This approach enables communities to deliver a coordinated array of needed housing and supportive services to help persons who are homeless achieve permanent housing and maximum self-sufficiency.

Is Your Organization a Potential Grantee?

Making the decision to use HUD funds should not be taken lightly. HUD only accepts applications from organizations—never individuals—that demonstrate the capacity to effectively carry out the specific activities proposed (e.g., housing development, housing management, service delivery) and work collaboratively with other key community stakeholders through the Continuum of Care (CoC) process. Since grants can cover significant lengths of time, applicants also must be willing to commit to the long term and follow all HUD accounting and reporting procedures.

For More Information

If your organization is serious about taking on these challenges and willing to help people who are homeless, you can access more in-depth information by:

VISITING www.hud.gov/offices/cpd/homeless/programs/index.cfm.

CALLING your local HUD office (contact information is contained in the last section of this booklet).

Continuum of Care



Who Is Homeless?

A homeless person is one who sleeps in a place not meant for housing or in an emergency shelter. The term also applies to someone in transitional or supportive housing who originally came from the street or an emergency shelter.

A person experiencing chronic homelessness is: 1) unaccompanied, 2) has a disabling condition, and 3) has been continually homeless for at least 1 year or has been on the streets or in an emergency shelter four or more times in the last 3 years.

Continuum of Care

Launched in 1994, HUD's Continuum of Care approach helps communities across America address the problems of homelessness in a coordinated, comprehensive, and strategic fashion. A Continuum of Care is a community's plan to organize and deliver housing and services that meet the specific needs of homeless individuals and families as they move toward stable housing and maximum self-sufficiency:

- Outreach, intake, and assessment to identify an individual's or family's service and housing needs, and link them to appropriate housing or service resources.
- Emergency shelter and safe, decent alternatives to the streets.
- Transitional housing with supportive services to help people develop the skills necessary to live in permanent housing.
- Permanent housing and permanent supportive housing.

Every Continuum of Care should also feature homelessness prevention strategies and services, which can range from one-time emergency funds that keep a roof over a family's head to crisis intervention services for people with mental illness.

Change Takes Commitment

Successful Continuum of Care systems are built on collaboration among all community stakeholders involved in the fight against homelessness. That includes nonprofit organizations, State and local governmental agencies, public housing agencies, housing developers, service providers, private foundations, businesses, volunteers, and people who are, or have been, homeless.

By working together, these groups can envision, develop, and implement solutions that respond to the wide-ranging needs among homeless subpopulations, such as veterans, homeless youth, victims of domestic violence, and people struggling with mental illness, substance abuse, and/or HIV/AIDS.

Overcoming the myriad problems associated with homelessness also requires long-range commitments of time and effort. In fact, the Continuum of Care plan calls for specific steps:

- 1) *Establish a planning process* to develop a Continuum of Care strategy that will identify the core working group, roles and responsibilities, the desired outcomes, and the geographic area.
- 2) *Collect needs data and inventory system capacity*, a process that will outline a community's existing capacity to serve homeless people.
- 3) *Determine and prioritize gaps in the Continuum of Care* by organizing data, conducting a gaps analysis, and establishing a community process for determining relative priorities.
- 4) *Develop short- and long-term strategic goals*, which will include linking gaps to possible resources, assigning responsibilities to specific participants, and adopting a written Continuum of Care plan.
- 5) *Implement Action Steps to complete the goals of the Continuum of Care plan*, including an evaluation and monitoring process.

Reassessment Is Key to Success

In addition to establishing a common, long-term vision, a Continuum of Care plan enables participating groups to anticipate policy or demographic changes that may affect homeless people. Indeed, communities **must** continuously reassess the service and housing needs of homeless persons in their localities, inventory existing resources, identify the gaps, and react to close those gaps quickly.

$$\begin{array}{ccccc} \text{Population Need} & - & \text{Current Inventory} & = & \text{Continuum of Care Gaps} \\ & & \text{(minus)} & & \text{(equals)} \end{array}$$

Additional Information

To learn more about the HUD Continuum of Care, please:

CONTACT your local HUD office.

VISIT www.hud.gov/offices/cpd/homeless/library/coc/.

CONSULT "Guide to Continuum of Care Planning and Implementation," or the "Continuum of Care Application"—available by calling the Community Connections Information Center at 1-800-998-9999 or visiting www.grants.gov. Notices and application forms are available at www.hudclips.org.

Emergency Shelter Grants Program



Purpose

Designed as a first step in the Continuum of Care, the Emergency Shelter Grants (ESG) Program provides funds for emergency shelters—immediate alternatives to the street—and transitional housing that helps people reach independent living. Grantees use ESG funds to rehabilitate and operate these facilities, provide essential social services, and prevent homelessness.

Beneficiaries

The ESG Program strives to help homeless individuals and families, and subpopulations within this group, such as victims of domestic abuse, youth, people with mental illness, families with children, and veterans. ESG funds can also be used to aid people who are at imminent risk of becoming homeless due to eviction, foreclosure, or utility shutoff.

Eligible Applicants

The governments of States, large cities, urban counties, and U.S. territories are all eligible to participate in the ESG Program. Once they become *grantees*, these jurisdictions distribute ESG funds to *recipients* (local governmental agencies or private nonprofit organizations), who are then responsible for directly implementing eligible activities.

Grant Size and Duration

ESG allocates funds based on the Community Development Block Grant formula, which measures community needs based on poverty levels, population, growth lag, overcrowding in housing, and the age of housing. ESG grants must be spent within 2 years of executing the grant agreement.

Eligible Activities

The renovation, major rehabilitation, or conversion of buildings for use as emergency shelters or transitional housing for the homeless. Renovated buildings must be used as shelters for 3 years, and a major rehabilitation or conversion project involves a 10-year commitment.

The provision of essential social services, including case management, physical and mental health treatment, substance abuse counseling, and childcare (not to exceed 30 percent of the total grant, unless waived by the HUD Secretary).

The payment of shelter operational costs, such as rent, maintenance, security, insurance, utilities, and furnishings (management staff costs not to exceed 10 percent of the total grant).

The development and implementation of homeless prevention activities, such as short-term and first-month's rent, eviction or foreclosure assistance, utility payments, security deposits, landlord-tenant mediation, and tenant legal services (not to exceed 30 percent of the total grant).

Grant administration (not to exceed 5 percent of the total grant).

Please note: The acquisition or new construction of real property, staff recruitment, or training, fundraising, and direct payments to individuals are **ineligible activities**.



Requirements and Responsibilities

Both ESG grantees and recipients must:

- Keep accurate records of all activities.
- Promote proper financial management (e.g., fund usage, timeliness, procurement, accounting controls).
- Enable homeless persons to participate in policy making.
- Ensure confidentiality and basic habitability standards.
- Comply with all applicable Federal requirements (e.g., nondiscrimination and equal opportunity, property management standards, conflict of interest, etc.).

Monitoring

ESG Program monitoring can include progress report reviews, telephone consultations, and onsite assessments. The Integrated Disbursement and Information System (IDIS)—a mainframe-based computer application—enables HUD staff and ESG grantees to track projects and activities.

Availability

The ESG Program is allocated to State and local governments by formula. ESG grantees may issue requests for proposals that require potential recipient agencies and nonprofit organizations to compete for ESG funds.

Schedule/Process

HUD notifies eligible jurisdictions of funding availability (generally before the start of the calendar year).

Eligible jurisdictions prepare and submit their consolidated plans, which must state how they will provide suitable solutions for homeless persons and expand economic opportunities within their communities.

These consolidated plans must be formally approved before HUD can enter into grant agreements with eligible jurisdictions.

- 1) Grantees obligate ESG funds to recipients (local government agencies or nonprofit organizations).
- 2) Grantees execute subgrant agreements with ESG funding recipients.
- 3) Recipients request ESG funding from grantees (usually for costs already incurred).
- 4) Grantees draw down ESG funds and reimburse recipients.

Authorization

Title IV, Subtitle B, McKinney-Vento Homeless Assistance Act of 1987, as amended.

Additional Information

To learn more about the ESG Program, please:

CONSULT “Homeless Prevention in the Emergency Shelter Grants Program”—available by calling the Community Connections Information Center at 1-800-998-9999 or visiting www.grants.gov.

VISIT www.hud.gov/offices/cpd/homeless/library/esg/.

ACCESS notices and application forms at www.hudclips.org.

A FAMILY AVOIDS HOMELESSNESS

The Situation:

After unexpectedly losing her job of 12 years, Ms. Harris had a tough time finding new employment in a tight market. Responsible for four children, she became scared and demoralized at the prospect of losing her home when she could not pay the rent.

The Solution:

Ms. Harris learned about a provider that offered Emergency Shelter Grants homeless prevention programs and wraparound services funded through HUD. In addition to delivering short-term financial assistance and arranging for a new rent payment plan, the provider gave Ms. Harris budget counseling and access to a job search and placement service.

The Result:

First, the support services available through the Emergency Shelter Grants programs prevented Ms. Harris from losing her apartment. Then it helped her find new, stable employment as an administrative assistant. Thanks to the combination of HUD-funded services, Ms. Harris and her children don't have to worry about being homeless anymore.



Supportive Housing Program



Purpose

The Supportive Housing Program (SHP) helps develop housing and related supportive services for people moving from homelessness to independent living. Program funds help homeless people live in a stable place, increase their skills and their income, and gain more control over the decisions that affect their lives.

Beneficiaries

Generally speaking, SHP helps homeless people who are sleeping in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings, or those who are sleeping in an emergency shelter as a primary nighttime residence.

Eligible Applicants

Eligible applicants include States, local governments, other government agencies (such as public housing agencies), private nonprofit organizations, and community mental health associations that are public nonprofit organizations.

Program Components

SHP features six components—or approaches—to help homeless people achieve independence. Applicants may choose the approach that best suits the needs of the people they intend to serve.

Transitional Housing

Transitional housing facilitates the movement of homeless individuals and families to permanent housing. Homeless persons may live in transitional housing for up to 24 months and receive supportive services such as childcare, job training, and home furnishings that help them live more independently.

Permanent Housing for Persons with Disabilities

This component is long-term housing with supportive services for homeless persons with disabilities. This type of supportive housing enables special needs populations to live as independently as possible in a permanent setting.

Supportive Services Only

Supportive Services Only (SSO) projects address the service needs of homeless persons. Projects are classified as this component only if the project sponsor is not also providing housing to the same persons receiving the services. SSO projects may be in a structure or operated independently of a structure, such as street outreach or mobile vans for health care.

Safe Havens

A Safe Haven is a form of supportive housing that serves hard-to-reach homeless persons with severe mental illness and other debilitating behavioral conditions who are on the street and have been unable or unwilling to participate in housing or supportive services. A Safe Haven project that has the characteristics of permanent supportive housing and requires clients to sign a lease may also be classified as permanent housing when applying for HUD funds. It is expected that clients will be reengaged with treatment services as they become stabilized and learn to trust service providers.

Homeless Management Information Systems (HMIS)

An HMIS is a data-collection software designed to capture information over time on the characteristics of persons experiencing homelessness. For an SHP applicant, an HMIS can be a new project or a renewal of a dedicated HMIS project. Please see the HMIS section in this booklet for detailed information regarding this component.

Innovative Supportive Housing

The Innovative Supportive Housing component enables the applicant to design a program outside the scope of the other components. In particular, a proposed innovative project must demonstrate that it represents a distinctively different approach when viewed within its geographic area, is a sensible model for others, and can be replicated elsewhere. An applicant should not propose a project under this component unless a compelling case is made that these criteria can be met.

Eligible Activities

SHP funding is generally available to support the following activities in supportive housing projects:

Acquisition and Rehabilitation

Many applicants propose to purchase property that will be used to provide supportive housing to homeless persons. In each project, the SHP grant for acquisition and rehabilitation is available up to between \$200,000 and \$400,000 per structure, depending on the area. Consult the HUD Field Office to determine your area's acquisition and rehabilitation cost limits. The recipient must match the funds received for this purpose with money from other sources.

New Construction

Proposals to build structures in which homeless persons will reside are also funded under SHP. Grants for new construction are limited to \$400,000 per structure, regardless of where the project is located. If the applicant is also acquiring the land in tandem with the new construction, the \$400,000 limit applies to both activities. The recipient must match the funds received for this purpose with money from other sources.

Leasing

Grantees may lease structures to provide supportive housing or supportive services, or individual units.

Supportive Services

Services directly facilitating the movement of homeless participants to independent living are eligible for SHP support, such as outreach, case management, childcare, job training/placement, health care, and transportation. SHP grantees must share in the costs of supportive services, including a 20 percent cash match of the total services budget. Grantees are encouraged to augment the support received in this activity via mainstream resources like Medicaid or Supplemental Security Income (SSI).

Operating Costs

Costs associated with the physical, day-to-day operations of a supportive housing facility and requiring cash payments are eligible, such as maintenance and repair, operations staff, utilities, equipment, supplies, insurance, food, relocation, and furnishings. In addition, grantees must provide a cash contribution equal to 25 percent of the total operating costs budget.

Project Administrative Costs

Up to 5 percent of any grant awarded under SHP may be used for paying the costs of administering the assistance (i.e., the costs associated with reporting to HUD). Applicants and project sponsors must work together to determine a fair plan for distributing administrative funds between applicant and project sponsor.

Development or Implementation of Homeless Management Information Systems (HMIS)

These are now categorized as a separate, eligible activity with a separate budget line item in the SHP budget summary. Grantees must contribute 20 percent of the total HMIS budget (see the HMIS section in this booklet for more information).



Terms of Grants

The term of new SHP grants is 3 years. Renewal grants may be 1-, 2-, or 3-year terms.

Requirements and Responsibilities

Specific performance measures must be established based on the needs and characteristics of the homeless population to be served. Grant recipients are required to regularly monitor their clients' progress in meeting performance measures. In addition to recordkeeping and evaluation that grantees may conduct for their own purposes, HUD requires recordkeeping and annual progress reports. Grantees are also expected to make changes in their program or adjust performance measures in response to ongoing evaluation of their progress.

Availability

Grants under SHP are awarded through a national competition held annually. A notice of funding availability, published in the *Federal Register*, establishes submission dates and specific rules of the competition for applicants. SHP projects should be submitted through the community Continuum of Care system.

Authorization

<http://www.hud.gov/offices/cpd/homeless/rulesandregs/laws/title4/index.cfm>

Title IV, Subtitle C, McKinney-Vento Homeless Assistance Act of 1987, as amended.

Additional Information:

For more information on SHP, please:

VISIT www.hud.gov/offices/cpd/homeless/library/shp/.

CONSULT "Understanding the Supportive Housing Program"—available by calling the Community Connections Information Center at 1-800-998-9999 or visiting www.grants.gov.

ACCESS notices and application forms at www.hudclips.org.

BRIGHTER FUTURE FOR MOTHER AND CHILD

The Situation:

Although Ms. Holmes had acquired some work skills, she suffered from a mental illness that made it difficult to maintain steady employment. As a result, Ms. Holmes and her 7-year-old daughter were regularly homeless, depressed, and frightened.

The Solution:

A HUD-funded provider moved Ms. Holmes and her daughter from an emergency shelter to its transitional housing facility, which also offered essential wraparound support services. Assessment revealed that Ms. Holmes needed assistance and a special employment situation to live independently. So the provider helped Ms. Holmes obtain Social Security benefits, food stamps, Medicaid, and a job at a center that hires people with mental health disabilities.

The Result:

Ms. Holmes' journey through the Continuum of Care—which supplied her with a customized package of housing and services—enabled her to move into a market rental unit that she and her daughter now call their permanent home. And that has led to a healthier, happier environment, not to mention a brighter future, for both of them.

Shelter Plus Care Program



Purpose

The Shelter Plus Care (S+C) Program provides rental assistance in connection with supportive services. The program provides a variety of permanent housing choices, accompanied by a range of supportive services funded through other sources.

Beneficiaries

S+C assists hard-to-serve homeless individuals with disabilities and their families. These individuals primarily include those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases.

Eligible Applicants

Eligible applicants are States, local government units, and public housing agencies (PHAs). Applicants must select one of the following components:

Single-Room Occupancy (SRO) Component

Applicants must subcontract with a PHA to administer the rental housing assistance.

Sponsor-Based Rental Assistance (SRA) Component

Applicants must subcontract with a private, nonprofit organization or a community mental health agency established as a private nonprofit to provide rental assistance.

Project-Based Rental Assistance (PRA) Component

Applicants must subcontract with a building owner for the entire period of assistance.

Tenant-Based Rental Assistance (TRA) Component

Applicants must contract with unit owners directly.

Program Components

Moderate Rehabilitation for Single-Room Occupancy Dwellings

This component is designed to add standard SRO units to the local housing supply and to use them to assist homeless persons with disabilities. The units to be used must be in need of moderate rehabilitation. They may be located in a rundown hotel, a vacant motel, a YMCA, or even a large, abandoned home. Applicants are encouraged to be creative in searching out suitable SRO dwelling units—both large and small structures. SRO housing contains units for occupancy by one person. These units may contain food preparation or sanitary facilities, or both.



Rental assistance for SRO units is provided for a 10-year period. Owners are compensated through the rental assistance payments, some of the rehabilitation costs, as well as the other costs of owning and maintaining the property. Resources to initially fund the cost of rehabilitating the dwellings, however, must be obtained from other sources.

Sponsor-based Rental Assistance

Under the SRA component, an applicant may request a 5-year grant to provide rental assistance through a contract with a nonprofit organization or sponsor. The nonprofit organization may be a private nonprofit organization or a community mental health center established as a public nonprofit organization. The housing units to be used must be owned or leased by the sponsor.

After a grant is awarded, the sponsor may substitute one site for another to accommodate changing needs, provided the sponsor continues to own or lease the property and the grantee continues to serve the overall number of persons indicated in the approved application.

Project-based Rental Assistance

Applicants under this component may request grant funds to provide rental assistance through a contract with a building owner for an existing structure. An applicant must enter into a contract with the building owner for the full 5- or 10-year assistance period. The building owner must agree to accept eligible S+C participants during this time. Participants must live in an assisted unit on a specified property, and do not retain the rental assistance if they move.

Grantees may use ready-to-rent units or ones that need rehabilitation before they can provide a decent, safe, and sanitary place to live. In order to qualify for 10 years of rental subsidies, applicants must complete a minimum amount of rehabilitation to each unit. Otherwise, assistance will extend through 5 years.



Tenant-based Rental Assistance

An applicant under the TRA component may request funds to provide rental assistance on behalf of participants who choose their own housing units. In order to deliver supportive services in a convenient manner, applicants may require participants to live in specific structures or areas for part or all of their term of assistance. This assistance is provided for 5 years.

Eligible Activities

Eligible activities are restricted to rental assistance for program participants and administrative costs associated with administering the rental assistance. Applicants may request assistance under any or all of the four components described above (in separate applications). With the exception of SRO, under which participants must reside in SRO or efficiency units, assisted units may be of any type, ranging from group homes to apartments. The applicant may also design a flexible program in which participants reside in a group setting with intensive supportive services and then progress to another setting, such as a shared apartment.

Under all components, supportive services must be available to meet the needs of participants. These must either be provided by the applicant or funded by the applicant and provided by a third party. Other Federal, State, or local sources, as well as private sources may fund the supportive services.

Requirements and Responsibilities

To ensure that the neediest of the homeless population are being served, grantees must provide needed supportive services—matching rental assistance with an equal amount of supportive services from other sources. Other Federal, State, or local sources, as well as private sources may fund the services.

In addition to recordkeeping and evaluation that grantees may conduct for their own purposes, they must adhere to HUD-required recordkeeping plus a formalized annual project review (the Annual Progress Report).

Availability

Grants under the S+C Program are awarded through a national competition held annually. A notice of funding availability, published in the *Federal Register*, establishes submission dates for applications. S+C projects should be submitted through the community Continuum of Care system.

Authorization

Title IV, Subtitle F, McKinney-Vento Homeless Assistance Act of 1987, as amended.

Additional Information

For more information on the S+C Program, please:

VISIT www.hud.gov/offices/cpd/homeless/library/spc/.

CONSULT “Understanding the Shelter Plus Care Program”—available by calling the Community Connections Information Center at **1-800-998-9999** or visiting www.grants.gov.

ACCESS notices and application forms at www.hudclips.org.

NEW SKILLS, A NEW CAREER, A NEW LIFE

The Situation:

Time and again, downsizing cost Mr. Jordan his job in the hospitality industry. Ultimately, it cost him his home. After his eviction, Mr. Jordan moved to a shelter. He knew that, in order to stabilize his housing situation, he would have to expand his career horizons.

The Solution:

The Single Room Occupancy facility where Mr. Jordan stayed offered the perfect option: a job-training program in computer repair. The 16-week course qualifies participants to be A+ technicians and gives them opportunities to earn a living wage.

The Result:

Mr. Jordan successfully became a certified A+ technician at the facility. Today he works for an electronics retailer part-time and also as an assistant to the senior staff who helped train him—a team that couldn't be more proud of Mr. Jordan's progress. He has moved on to a market-rate apartment building and has qualified for a one-bedroom unit in the same neighborhood as the facility that helped him start his new life.

Section 8 Moderate Rehabilitation Program for Single-Room Occupancy Dwellings for Homeless Individuals



Purpose

The Single-Room Occupancy (SRO) Program provides rental assistance for applicable properties that will—when the renovations are complete—contain upgraded single-occupancy units for individuals who are homeless. As a result, it is designed to move people into the permanent housing phase within the Continuum of Care.

Beneficiaries

The SRO Program assists unaccompanied homeless persons.

Eligible Applicants

Public housing agencies (PHAs) and private nonprofit organizations are eligible for the SRO Program. Nonprofit organizations, however, must subcontract with a PHA to administer the rental assistance.

Grant Size and Duration

Grantees administer rental assistance—which compensates building owners for some rehabilitation-related costs—for a period of 10 years. A maximum of 100 units can be rehabilitated via any one SRO-funded project.

Eligible Activities

Eligible activities are restricted to rental assistance attached to the rehabilitated building.

Certain properties are strictly ineligible for the SRO Program, including: 1) units receiving Federal funding for rental assistance or operating costs from other HUD programs; 2) nursing homes; 3) penal, reformatory, medical, or mental health institutions; and 4) owner-occupied units. Moreover, applicants may not amortize rehabilitation costs associated with luxury items (e.g., swimming pools), contingency fees, and owner labor (e.g., direct work or supervision).

Requirements and Responsibilities

Each unit must receive a minimum amount of rehabilitation, including the prorated share of materials and labor costs needed to bring the common areas or systems up to physical conditions standards.

After the Annual Contributions Contract is in place, the property owner has 12 months to complete the rehabilitation.

An owner may not terminate leases except for: serious and repeated violations of the terms and conditions of the lease; violations of applicable Federal, State, or local laws; or other just causes.

Availability

Grants under the SRO Program are awarded through a national competition held annually. A notice of funding availability, published in the *Federal Register*, establishes submission dates for applications. SRO projects should be submitted through the community Continuum of Care system.

Schedule/Process

Applicants passing the initial review and selection process will be required to submit additional information regarding financial resources and rehabilitation costs, as well as an administrative plan, which must describe procedures for establishing tenant outreach, a HUD-approved policy governing temporary relocation, and a mechanism to monitor the provision of supportive services.

All relevant submission deadlines are outlined in the notice of funding availability, available online at www.grants.gov.





Authorization

<http://www.hud.gov/offices/cpd/homeless/programs/sro/././rulesandregs/laws/title4/sec11401.cfm>

Section 441 of the McKinney-Vento Homeless Assistance Act of 1987, as amended.

Additional Information

For more indepth information about the SRO Program, please:

VISIT www.hud.gov/offices/cpd/homeless/programs/sro/ or www.grants.gov.

ACCESS notices and application forms at www.hudclips.org.



DELIVERING INDEPENDENCE

The Situation:

Tyrone, in his early 30s, suddenly found himself unemployed. Without much savings, he was soon evicted from his apartment, which led to depression and even thoughts of suicide.

The Solution:

While seeking refuge at a local emergency shelter, Tyrone learned how he could rebuild his life. Thanks in large part to HUD funding, a local provider offered Section 8 Single Room Occupancy units and a wide range of supportive services. This provider gave Tyrone access not only to stable permanent housing, but also to a job-training program and weekly life-skills counseling that gave him newfound self-confidence.

The Result:

Two words: self-sufficiency and independence. After completing his training, Tyrone worked with the provider's placement specialist and found a well paying job at Best Buy. He was then able to move into his very own one-bedroom apartment. Tyrone credits the combined housing and supportive services along the Continuum of Care for giving him a real sense of security—something he had not known for quite some time.

Title V—Federal Surplus Property for Use to Assist the Homeless



Purpose

Title V of the McKinney-Vento Act enables eligible organizations to use unutilized, underutilized, excess, or surplus Federal properties as facilities that assist homeless persons.

The program provides suitable properties (land and buildings) for use to assist the homeless. No monetary funding is available. The properties are made available strictly on an “as is” basis. Leases—provided free of charge—last from 1 to 20 years, depending on variables such as availability. In some cases, surplus properties may be deeded to the participating organization.

Beneficiaries

Individuals and families who are homeless benefit from the Title V Program.

Eligible Applicants

State and local governments, as well as nonprofit organizations, are eligible to apply.

Eligible Activities

Successful applicants can use the Title V properties to provide shelter, services, storage, and other benefits to homeless persons.

Requirements and Responsibilities

While the properties are leased without charge, participating organizations must pay for all operational and repair costs.

Schedule/Process

Every Friday, HUD publishes a notice in the *Federal Register* identifying unutilized, underutilized, excess, and surplus properties that could potentially be used to assist homeless persons.

An organization must notify the U.S. Department of Health and Human Services (HHS) of its intention to apply for a suitable property within 60 days of its notice in the *Federal Register*. Upon receipt of an expression of interest, HHS will send an application to the organization, which has 90 days to submit an actual application after their expression of interest.

Once an application is approved, the landholding agency enters into a license, permit, or lease agreement that enables the organization to use the property to assist homeless persons. Surplus properties may be deeded to the organization.

Authorization

Title V of the McKinney-Vento Homeless Assistance Act of 1987, as amended by the National Defense Authorization Act for Fiscal Year 1994, Public Law 103-160 (42 U.S.C. 11411).

Additional Information

To learn more about this program, please:

CALL our Title V information center at **1-800-927-7588**.

CONTACT your local HUD field office to obtain information on specific properties or to be put on the mailing list.

ACCESS the Federal Register online at **www.gpoaccess.gov/fr/**

VISIT **www.hud.gov/offices/cpd/homeless/programs/t5/index.cfm**.

You can obtain an application package for a particular property by calling **301-443-2265** or writing to:

The U.S. Department of Health and Human Services Division of Property Management
Program Support Center, Room 5B-41
Parklawn Building
5600 Fishers Lane
Rockville, MD 20857

Your letter should include the property of interest, the proposed use, the date it was published in the *Federal Register*, and a request for an application.



Base Realignment and Closure Program



Purpose

The Base Realignment and Closure Program (BRAC) is a community-based process that balances the need for economic and other redevelopment while addressing the needs of the homeless at base closure and realignment sites. HUD reviews base redevelopment plans and offers technical assistance to the communities in the vicinity of the military installation

Eligible Applicants

Local Redevelopment Authorities (LRA) are established by State or local governments and must be officially recognized by the U.S. Department of Defense's Office of Economic Adjustment (OEA). Each LRA represents key stakeholders affected by a base closure and is responsible for developing and implementing reuse plans.

Homeless Assistance Providers, including State and local government agencies, private, nonprofit organizations, and other entities may be eligible to use former military buildings to provide immediate,

transitional, and permanent housing; support services; food and clothing banks; treatment facilities; and other items that fill gaps within a community's Continuum of Care for homeless persons.

Eligible Activities

Homeless assistance providers may use buildings and other resources on former military bases for a wide range of activities, from emergency shelter to permanent housing to support services.

Schedule/Process

Transfer of properties will occur only after the following steps have been completed:

OEA notifies the LRA of its recognition in writing and publishes the point of contact's name and address in the *Federal Register* and a newspaper circulated near the installation in question.

The LRA posts an advertisement in the local newspaper identifying the time period during which homeless assistance providers and State and local governments may submit official notices of interest (NOIs), which must include their proposed plans for reusing the properties. The LRA must then determine which NOIs, if any, to support (ending up in legally binding agreements).

After this outreach period, the LRA has 270 days to generate a redevelopment plan and a homeless assistance submission, which outline how the proposed reuses of the military installation will respond to the community's needs. Once these documents are drafted, the LRA must hold a public hearing to give community members an opportunity to give their feedback. The LRA then revises and submits final copies to its local HUD Field Office, HUD Headquarters in Washington, D.C., and the U.S. Department of Defense.

If HUD approves the application, the U.S. Department of Defense must conduct an official public benefit transfer screening and an environmental review of the installation.

Availability

The Base Realignment and Closure Program applies to all military installations approved for closure or realignment after October 25, 1994. To learn about current availability, please consult the *Federal Register* at www.gpoaccess.gov/fr/, or contact your local HUD Field Office.

Authorization

The Base Realignment and Closure Program is authorized by the Defense Base Closure and Realignment Act of 1990 (Public Law 101-510), as amended by the Base Closure Community Redevelopment Act of 1994 (Public Law 103-421) and the McKinney-Vento Act of 1987, as amended (Public Law 100-77). Rule published in 24 CFR 586.

Additional Information

To learn more about the BRAC program, please:

CONSULT <http://www.acq.osd.mil/installation/reinvest/guide2.html> "Community Guide to Base Reuse"—an overview of the base reuse process that can be obtained by calling the OEA at 703-604-6020.

REFER to <http://www.acq.osd.mil/installation/reinvest/manual/manual.html> "The Base Reuse Implementation Manual"—available from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161 (Telephone number: 703-487-4600).

READ "The Guidebook on Military Base Reuse"—available by calling the toll-free HUD Direct Distribution System at 1-800-767-7648. The HUD identification number for this publication is HUD1581-CPD (March 1996).

VISIT www.hud.gov/offices/cpd/homeless/library/milbase/.

Homeless Management Information Systems



As directed by Congress, HUD is working with jurisdictions to improve the way they gather information on homelessness, including reliable, unduplicated counts of homeless persons and their characteristics. HMIS is a computerized software application that captures client-level information over time relating to the characteristics and needs of men, women, and children experiencing homelessness.

Increasingly, communities across the country are using HMIS to improve service delivery to homeless persons. HMIS' most advanced software combines a number of functionalities to enhance individual service-provider operations and to link providers together into a broader Continuum of Care system.

These functionalities include:

Client profile—Client demographic data obtained at intake and exit.

Client assessment—Information on clients' needs and goals, as well as case management or treatment plans.

Service outcomes—Client-level data on services provided, progress, outcomes, and follow-up.

Information and referral/resource directories—Timely data on the network of available services within the Continuum, which helps to determine eligibility and provide referrals. Some systems can document and track a referral from one provider to the next, as well as offer messaging capability.

Operations—Operational functionality that permits staff to manage day-to-day activities, including bed availability and incident reporting.

HMIS software gives local providers and agencies not only comprehensive information on the nature of homelessness in their communities, but also the ability to generate reports on their programs that they can provide to various funders. As participating providers share certain information, HMIS increases the capacity to generate reports on the operations of the Continuum of Care system as a whole.

One of the major goals of this HMIS initiative is to help individual homeless service providers access the very best in computer technology, which can strengthen their day-to-day operations and the coordination of services in the Continuum of Care.

Additional Information

To find out more about HMIS capabilities and objectives, please:

VISIT <http://www.hud.gov/offices/cpd/homeless/hmis/index.cfm>.

CONSULT "Homeless Management Information Systems Consumer Guide: A Review of Available HMIS Solutions, January 2003" and "Homeless Management Information Systems: Implementation Guide, September 2002." These guides can be found at www.hud.gov/offices/cpd/homeless/hmis/assistance/index.cfm.

CONSULT "HMIS Implementation Guide," "HMIS Consumer Guide HMIS Cost Estimate Guide," or "Guide HMIS Integration Strategies and Solutions"—available by calling the Community Connections Information Center at 1-800-998-9999 or visiting www.grants.gov.

Contact Information

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451 7th St., SW
Washington, DC 20410
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TTY 202-708-1455

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Fax 205-731-2593

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Fax 907-667-9803

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Phoenix Field Office

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Office of Community Planning and Development

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